

**MELTHAM TOWN COUNCIL**

The Carlile Institute  
Huddersfield Road  
Meltham  
HD9 4AE

Ms M Chard  
Clerk to the Council

Dear Sir/Madam

You are hereby requested to attend a meeting of the Personnel Committee to be held in the **Edward Brook Room on the first floor of the Carlile Institute, Meltham on Monday 29 October 2018** commencing at **6.00 pm**

**PUBLIC QUESTION TIME 6.00pm to 6.15pm**

**AGENDA**

**1. NOTICE OF MEETING.**

Public Notice of the Meeting has been given in accordance with Schedule 12 Paragraph 10(2) of the Local Government Act 1972.

**2. APOLOGIES FOR ABSENCE.**

To accept apologies for absence.

**3. DECLARATION OF INTEREST.**

To receive any declarations of interest

**4. ADMISSION TO THE PUBLIC**

To determine any items on the agenda considered to be of a private nature that should be discussed at the exclusion of the Public and Press, under the Public Bodies (Admission to Meetings) Act 1960 1(2)

**5. APPRAISAL 2018 AND FUTURE APPRAISAL ARRANGEMENTS**

To receive and approve the appraisal undertaken by the Chair of the Personnel Committee and to agree to report back to Council the outcome of the appraisal (enc).

**6. PERSONNEL ISSUES REPORT FROM THE CLERK**

To consider various personnel issues and make recommendations to Council as appropriate including:

- Consideration of job evaluation scheme (enc)
- Arrangements for requesting leave
- Workloads and priorities
- Analysis of time attending meetings (requested by the Chair)
- Review hours worked / leave taken
- Changes to working hours
- Budget to attend training and recommendations to Council

Dated this 23<sup>rd</sup> day of October 2018.

Ms M Chard  
Clerk to the Council.